

Missouri Collegiate DECA Advisor of the Year

This award honors one Collegiate DECA advisor for his/her dedication to the organization. Each local chartered chapter is eligible to submit one nominee. The recipient will receive a plaque and be recognized at the State Career Development Conference, and a letter of congratulations will be sent to the college administration.

Eligibility:

- Must be a registered Missouri Collegiate Chartered Chapter Advisor
 - A charter requires a minimum of 10 registered members
- Must have served as a Chapter Advisor for two years
- Chapter must have completed the [Chapter Leadership Passport Program](#) by February 1st, 2025
Submit one letter of recommendation from a current Missouri Collegiate DECA Member
 - Specific items to be addressed are found on the following page (*Scoring Guide on page 2*).
 - 250 word minimum and double spaced

Guidelines

- The combined score from the student letter of recommendation and activities documented through the Chapter Leadership Passport will be used to determine the Advisor of the Year.
 - Student Letter of Recommendation 40 points
 - Chapter Leadership Passport Entries 60 points
- The letter of recommendation must be emailed by the member making the recommendation to leslie.crider@dese.mo.gov.
- The letter must be received by February 1st, 2025 at 3:00 p.m.
- The letter must address the prompts on page 2 of this document.
- The Chapter Leadership Passport will need to be submitted through the [national portal](#) by February 1st, 2025.
- Missouri Collegiate DECA will request from DECA Inc., all the submissions for Chapter Leadership Passport on February 2nd, 2025.
- The scoring rubric for Leadership Passport activities is on page 3 of this document.

Missouri Collegiate DECA Advisor of the Year

Advisor Name: _____

Chapter: _____

Advisor of the Year

Letter of Recommendation from Member Scoring Guide

Total Points Possible: 40

Recruitment and retaining members is essential for the growth and success of any DECA Chapter.

Explain how your DECA Chapter Advisor encouraged recruitment and retention.

Example: Did they help organize or attend any recruitment events? Did they represent Collegiate DECA to a civic, professional, or school group?

- _____ 0-2 points Little explanation was given
- _____ 3-6 points Explanation was given but lacked details
- _____ 7-10 points Explanation was very descriptive

Chapter events are vital in fostering engagement and creating a sense of community of DECA.

Explain how your DECA Chapter Advisor fostered a senses of community within you chapter. Example:

Did they help plan or provide input on any meetings or chapter activities? Did they attend any meetings? How do they engage and provide professional support to members?

- _____ 0-2 points Little explanation was given
- _____ 3-6 points Explanation was given but lacked details
- _____ 7-10 points Explanation was very descriptive

A strong leadership team is important for chapters to have growth for one year to the next.

Explain how your DECA Chapter Advisor helps to support the program of leadership for your chapter.

Example: Do they work with the officer team to set goals for the year? Do they provide suggestions on the calendar of events? Do provide input on how to solve problems among your chapter?

- _____ 0-2 points Little explanation was given
- _____ 3-6 points Explanation was given but lacked details
- _____ 7-10 points Explanation was very descriptive

Explain why you think your advisor should be the Advisor of the Year.

- _____ 0-2 points Little explanation was given
- _____ 3-6 points Explanation was given but lacked details
- _____ 7-10 points Explanation was very descriptive

Points Earned: _____ / 40

Missouri Collegiate DECA Advisor of the Year

Advisor Name: _____

Chapter: _____

Advisor of the Year

Chapter Passport Scoring Guide

Total Possible Points: 60

Base Requirements

_____ 20 points – Completed all base requirement tasks

Academically Prepared

_____ 2 points - Complete at least three tasks from the category.

_____ 6 points - Complete at least five tasks from the category.

_____ 10 points - Complete at least seven tasks from the category.

Community Oriented

_____ 2 points - Complete at least three tasks from the category.

_____ 6 points - Complete at least five tasks from the category.

_____ 10 points - Complete at least seven tasks from the category.

Professionally Responsible

_____ 2 points - Complete at least three tasks from the category.

_____ 6 points - Complete at least five tasks from the category.

_____ 10 points - Complete at least seven tasks from the category.

Experienced Leaders

_____ 2 points - Complete at least three tasks from the category.

_____ 6 points - Complete at least five tasks from the category.

_____ 10 points - Complete at least seven tasks from the category.

Points Earned: _____ / 60

Total Earned Points: _____ / 100